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STUDY OF TEACHER LOAD PRACTICES IN CALIFORNIA PUBLIC JUNIOR COLLEGES.

EL CAMINO COLL., CALIF.

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RESULTS OF A 93-PERCENT RESPONSE TO QUESTIONNAIRES MAILED TO 68 COLLEGE PRESIDENTS ARE TABULATED AND COMPARED WITH COMMENTS AND SUGGESTIONS RECEIVED FROM THE EL CAMINO FACULTY. LITTLE STATEWIDE UNIFORMITY IN PRACTICES IS REPORTED, EXCEPT FOR A 71-PERCENT AGREEMENT ON THE USE OF 15 LECTURE HOURS AS A BASIC LOAD. COLLEGE SIZE AND AGE ARE NOT RELATED TO ANY SPECIFIC LOAD PATTERN. EVIDENCE OF OVERLOAD POLICY AND OVERLOAD PAY IS PRESENT. WHILE 200 COLLEGES REQUIRED FACULTY TO REMAIN ON CAMPUS A MINIMUM OF 30 HOURS WEEKLY, 21 MADE NO SUCH REQUIREMENT. THE COMMITTEE RECOMMENDS ADOPTION OF A 15-HOUR TEACHING LOAD OR ITS EQUIVALENT AT EL CAMINO COLLEGE AND SUGGESTS FURTHER STUDY IN THE AREAS OF LECTURE-LABORATORY-ACTIVITY EQUIVALENTS, RECLASSIFICATION OF COURSES, EXTRA COMPENSATION AND RELEASED TIME, READER AND CLERICAL ASSISTANCE, AND THE RELEVANCE OF CLASS SIZE TO THE QUALITY OF INSTRUCTION. (AL)

ERIC

ED012593

EL CAMINO COLLEGE
OFFICE OF INSTITUTIONAL RESEARCH

INSTITUTIONAL RESEARCH REPORT NUMBER:
63-15

TITLE:
Study of Teacher Load Practices in California Public Junior Colleges

AUTHOR:
Teacher Load Study Committee

DATE OF COMPLETION:
June 1963

PURPOSE OF THE STUDY:
To examine the various factors which make up the teacher load in California Public Junior Colleges, correlate findings to the El Camino College situation, and formulate a report with recommendations to the President and the Board of Directors.

METHODOLOGY:
An instructor-administrator committee was appointed. A questionnaire entitled "Inquiry About Teacher Load Practices in California Public Junior Colleges" was sent to the Presidents of the 68 California Public Junior Colleges. A follow-up was sent a month later with a total of 63 responding, or 93%. An inquiry asking for comments and suggestions on teaching load problems was sent to 263 El Camino College faculty members with 102 responses or 39%. The committee was divided into five working subcommittees plus a writing committee.

SELECTED CONCLUSIONS:
1. Recommendations were submitted to the Board for a 15± 1 hour lecture, 17± 1 hour activity, and 20± 1 hour laboratory.
2. The committee will continue its study through the succeeding year in the areas of classification of courses, release time, extra compensation, class size, and basic work week.

UNIVERSITY OF CALIF.
LOS ANGELES

NOV 14 1966

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STUDY OF

TEACHER LOAD PRACTICES IN

CALIFORNIA PUBLIC JUNIOR COLLEGES

Teacher Load Study Committee

El Camino College

June, 1963

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STUDY OF TEACHER LOAD PRACTICES IN CALIFORNIA PUBLIC JUNIOR COLLEGES

I. PURPOSE OF THE STUDY:

As El Camino College expands in size and function, it is important that basic practices and policies be reviewed. The need for self-study becomes increasingly important in California junior colleges as they implement the recommendations contained in the study, A Master Plan for Higher Education in California, to better prepare themselves to fit into the state's tripartite system of higher education. Policies and practices in all junior colleges have been and are being constantly studied and revised, and it is important that El Camino College be aware of, and keep abreast of, changes that improve the instructional program.

Of those areas of the instructional program that need periodic re-evaluation, one of the most vital is teaching load. In an effort to appraise this important phase of the educational program in depth, the President of El Camino College appointed a committee composed of representatives of the administrative staff and one teaching staff member from each of the eight divisions in the College.

The study undertaken by this committee involved an examination of the various factors which make up teacher load in California public junior colleges, a correlation of these findings to the El Camino College situation, and a formulation of a report with recommendations to the President and Board.

II PROCEDURE:

A. A questionnaire entitled "Inquiry About Teacher Load Practices in California Public Junior Colleges" (see Appendix A) was developed by the committee and was sent to the presidents of the 68 public junior colleges in the state to determine teacher load practices. The study was concerned with teacher load per se rather than with professional load; therefore questions regarding such subjects as clerical duties, number of preparations, etc., were omitted from the questionnaire. (A number of schools included these subjects in their remarks.)

A follow-up was sent a month later to those colleges which had not yet responded. A total of 63 colleges (93%) responded (see Tables 1 and 2). The data were tabulated and analyzed.

B. A brief inquiry asking for comments and suggestions on teaching load problems was sent to the 263 El Camino College faculty members. The 102 responses were tabulated, and a copy of this tabulation was sent to faculty members.

C. The committee as a whole was divided into working subcommittees to study the data from these two inquiries. These subcommittees made reports

and/or recommendations to the committee as a whole regarding the following five areas:

1. Basic teacher load (hours, class size, etc.).
2. Lecture-laboratory-activity hour equivalents.
3. Released time and extra duty.
4. Factors, other than units, which affect teacher load (student contact hours, preparations, special assignments, class size, etc.).
5. Administrative problems (cost, policy, etc.).

D. A writing committee was appointed to prepare the summary report for submission to the entire committee for revision and approval.

E. All members of the certificated staff were polled regarding their approval or disapproval of the recommendation to be made to the Board of Trustees (see Appendix B). Of the total number of 258 faculty members, 203 responded (78.7%). Of this number, 183 approved (90.1%), 30 of whom made some qualifying statement; 19 disapproved (9.4%); and 1 abstained.

F. Several meetings were held with various administrators in the development of an implementation statement (detailed methods of putting the recommended policy into effect). Solutions to some of the problems were agreed upon; solutions to other problems are being sought.

G. A written report (including the recommended new policy and supporting materials) was sent to the Board of Trustees two weeks prior to a verbal presentation by a member of the committee. The Board took the recommendation under advisement.

H. Because of the need for study at greater depth in areas other than the basic load, the committee decided to postpone further recommendations and continue their study during the 1963-64 school year. (See Recommendations for Further Study.)

III. ANALYSIS OF FINDINGS:

A. Introduction.

These findings are a report of the responses to the questionnaire, "Inquiry About Teacher Load Practices in California Public Junior Colleges." Information tabulated from these responses may be found in the tables in Appendix C, and will be referred to in this analysis. Each table indicates the number of the item on the questionnaire to which it refers; the arrow on each table indicates the position of El Camino College.

For purposes of comparison, the responding junior colleges were arbitrarily divided into four categories by ADA for 1961-62 (see Table 1). Detailed information concerning responses from the largest colleges (over 4000 ADA, including El Camino College) is found in Table 2.

B. Instructor Class-hour Load (Tables 3 and 4).

45 of the 63 colleges (71%) responding to the questionnaire have a 15 lecture-hour base, although the number of laboratory hours varies from 18 to 30. The most frequent ratios of laboratory to lecture hours are 4/3 (17) and 3/2 (13).

8 colleges (6 over 2000 ADA) reported a 16-hour base; and 7 reported 18 or above. Size of college seemed to have no relationship to this pattern, with almost even distribution in all categories. Laboratory hours for all lecture bases other than 15 remained within the 18-to-30 range.

44 colleges reported a single class-hour base for the college as a whole, while 19 reported varying bases for different departments (see Table 4). Only 4 colleges (Mt. San Antonio, Southwestern, Taft, Yuba) indicated a flexible base of 2 or 3 hours rather than a fixed base.

The small variation between departments shown in Table 4 results from the fact that the majority of the schools reporting in each ADA catagory had a uniform lecture and laboratory base for all subjects, usually 15 for the lecture.

El Camino College was the only one to report the use of an "activity" category as an intermediate classification between lecture and laboratory. (Consideration is being given to the elimination of this category because of the difficulty in definition.)

Only one or two colleges reported the use of units in determining load.

C. Overload (Table 5).

46 colleges (73%) have policies setting maximum number of overload hours; 29 of these are the larger schools with ADA over 2000. The maximum hours per week allowed range from 2 to 7, with most schools (28) allowing 6. The instructor is compensated for the overload with overtime pay in 45 of the colleges; in 12 colleges the instructor is given a lighter load in a later semester.

D. Underload (Table 6).

54 colleges (85%) reported that they have a policy of assigning an instructor other duties when he has an underload. The most frequently used mothods are assignment of night classes (43 colleges) and the assignment of institutional research projects (28). Balancing underload with a subsequent overload is used by 20 schools, 15 of which have over 2000 ADA; maximum hours allowed ranges from 3 to 7. 10 schools listed "other assignments" in the areas of curriculum development, scholarship programs, mathematics or English clinics, catalog revision, Faculty Association president, and substitute teaching.

E. Campus Hours Required (Tables 7 and 8).

42 colleges (67%) have a policy of requiring instructors to remain on campus a specified number of hours per week. A wide variety in requirements was reported. The most frequent number of hours was 30 per week (20 colleges, 16 of these from schools with over 2000 ADA). 21 schools (33%) indicated no required number of hours.

A wide variety of assignments can be used to fill the required number of hours on campus. The most frequent assignments are office hours (16), club advising (14), and committee assignments (12).

F. Minimum Class Size (Table 9).

26 of the colleges (41%) reported minimum lecture class size. The minimums ranged from 5 to 30 with the most frequent size being 15 (11 schools). 24 (38%) reported minimum laboratory size ranging from 5 to 20.

G. Maximum Class Size (Tables 10 and 11).

23 colleges (37%) reported a maximum class size for lectures, ranging from 40 to 378, and a maximum class size for laboratory classes, ranging from 16 to 45. 12 of these schools (10 with less than 2000 ADA) reported maximums between 45 and 60. 7 schools (of all sizes) had a laboratory maximum of 30; 5 of the small schools had a laboratory maximum of 24.

There were only 19 colleges which reported varying class sizes between departments. However, this information was tabulated in Table 11 to illustrate the patterns in the various departments. The majority of colleges reporting varying class sizes are the larger colleges; only 1 college with ADA under 1000 reported in this category.

Varying minimums in class size seemed to be used so infrequently that they were not reported.

The figures in items F and G include the special large and small classes discussed in item J. The range of the sizes, therefore, should not be taken as representative of the typical range of class sizes in ordinary classes in most schools. (see tables 9 through 14).

H. Cancellation of Classes.

25 colleges (40%) said that if the enrollment is below the minimum or above the maximum, a class is automatically canceled or added. 33 (52%) indicated that such action is not automatic (see section on Special Classes). 32 mentioned that canceling classes depends upon the nature of the class or whether the instructor can be used more profitably elsewhere; 1 mentioned that classes might be added if staff is available.

I. Student Contact Hours (Figure 1).

The 40 schools reporting range of student contact hours show a wide variation, 70 student contact hours per week to 1500 per week.

Figure 1 shows the range of contact hours and the average for each school. The average has been taken at the center of the range in each case. The smaller schools, as would be expected, show a smaller number of contact hours. Ther average for the group under 1000 ADA is about 450; for the group between 1001-2000 ADA, 480; over 2000 ADA, about 530.

J. Special Classes (Tables 12, 13 and 14).

Various types of special small and large classes were reported, such as classes for superior students, speech clinics, new and unique courses, and specialized subject classes, by 50 colleges (79%).

18 (mostly larger schools) have large classes (Table 12), and 48 have small classes (Table 13 and 14). 12 have no large or small classes; 16 have both.

Of those reporting on large classes, 14 reported having only one or two types although 23 different types of large classes were reported by the whole group. Classes ranged in size up to 378 students (see Table 11). 5 schools have large psychology classes; 3, history; 3, humanities.

Of the 48 schools having small classes, 16 reported only 1 type; 13, 2; 14, 3; and 1,5. 39 types were reported, with language and mathematics being the most predominant. Several reasons were given for maintaining small classes, such as classes that are prerequisite for transfer, major classes in sequence, specialized or advanced classes. Several mentioned that size of class was limited by the facilities available (organ, key punch operation, etc.). Two schools stated that small schools must maintain small classes in order to enlarge their offerings.

K. Assistance for Instructors (Table 15).

56 (90%) of the colleges reported that they provide assistance for instructors; 35 (56%) provide laboratory assistance; 27 (43%) provide readers and/or clerical assistance; 11 (18%) have stock clerks and equipment managers; 14 did not identify the type of assistance. The criterion upon which assistance is based is "need." Some schools seem to define this concept in relation to "best use of the instructor's time"; however, most of the schools use large classes or a large number of student class hours as their criterion for assistance. Assistance for every instructor is provided by 3 of the colleges.

L. Released Time (Tables 16 and 17).

The information reported on this topic was very sketchy and revealed little or no pattern. However, 55 (87%) of the colleges reported that they provide extra compensation and/or released time for instructional areas listed on the questionnaire in Item 8. 6 colleges checked "no"; 2 did not report on this item.

In 8 out of 10 activities listed in Item 8, released time was used more frequently than extra compensation. Men's major and minor sports were the exceptions. Percentage of released time varied in range among the

different activities from 7% to 50%. Several schools indicated that such arrangements were made on an individual bargaining basis.

Fixed sums varied considerably in amount with no uniformity being evident; i.e., the range for drama was $200 to $608; for major sports, $200 to $1,077; minor sports, $200 to $522. 10 of the schools reported fixed sums between $200 and $400 for minor sports.

Only 3 schools reported using the contract rate for payment; 3 others reported used of an hourly rate. The hourly rate reported for sports was $5.53; one school reported $6.25 for drama.

M. Night Teaching (Tables 18 and 19).

60 colleges (95%) reported that they have a policy regarding night teaching assignments. Small schools qualified this by saying night assignments depended upon the experience of the instructor and sometimes upon the type of class. 57 (90%) of the schools said that night assignments are voluntary overtime with extra pay at an hourly rate. *These rates vary from $4.50 to $8.00 per hour; 20 schools use more than one step in their rates. Several indicated they pay by the hour, but did not give rate.

48 (76%) schools use part-time instructors for night classes; 36 assign such classes to compensate for underload; 25 make it a part of the regular assignment. Only 5 schools pay at the contract rate for night teaching as voluntary overtime.

N. Policies Regarding Teacher Load (Table 20).

39 colleges (62%) said they have a formula or system for determining full-time teacher assignment; however, only 11 submitted copies of such a formula. 32 (51%) reported having a written policy and/or regulation statement concerning teacher load, class size, etc.; 26 attached copies. Of the 25 schools reporting number of years their policy has been in effect, 7 said 6 years. Number of years varied from 1 to 20. Only 11 schools indicated that they were planning to make changes in their policy, and 7 reported they were making teacher load studies currently.

O. Summary of Remarks.

8 colleges made special mention of preparations as an important teacher load factor, with 3 different preparations mentioned most frequently. 6 schools indicated the importance of maintaining flexibility in the teacher load structure. One school reported that each staff member had a sponsorship or committee work assignment. 2 reported class sizes are controlled by the facilities available.

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*Some of these schools also require teachers under regular contract to teach at night.

IV. SUMMARY AND CONCLUSIONS:

A. There is comparatively little uniformity in teacher load practices throughout the state. However, a large majority of schools (71%) use 15 lecture hours as the base. Three colleges reported using units as a criterion for establishing teacher load while four others use the term "teacher unit", and three use "formula hours" in their formula for determining teacher load. All others seem to use "class hour" as the basis.

B. Only one college reports the use of "activity" as an intermediate category, although a number use combinations of laboratory and lecture in varying degrees.

C. Very few colleges reported the use of a flexible base, although the load study committee believes that this plan has some justification in more efficient scheduling and the elimination of "teaching debt."

D. College size (based upon full-time equivalent ADA figures for 1961-62) and age (date of establishment) seem to contribute little or nothing as to patterns of teacher load.

E. Most schools permit some overload for which most give overtime pay.

F. Although several colleges reported having special small and/or large classes the data were inconclusive regarding any special classes that should be maintained. Small classes, perhaps, should be continued when in advanced sequences, required for majors or for transfer, or are limited by the available facilities.

G. Many colleges required their faculty to remain on campus a minimum number of hours per week; 20 required 30 hours. However, a significantly large number (21) made no such requirement.

V. RECOMMENDATIONS FOR FURTHER STUDY:

A. It is the opinion of the El Camino College Teacher Load Study Committee that the following areas be studied at greater depth during the school year 1963-64.

1. Lecture-laboratory-activity equivalents and reclassification of courses.
2. Extra compensation and released time.
3. Reader and clerical assistants for instructors.
4. Class size and other related factors. (Class size is an important part of teacher load. However, there were no data found in the literature or in the results of this inquiry to prove whether large classes or small classes add to or detract from excellence in instruction.)

B. It is recommended that action be initiated to study the feasibility of developing mechanics for various functions in junior college institutional research, including the following:

1. Coordination (clearing house) to approve standards of inquiries and avoid duplication of research.
2. Institutional cooperation for joint planning and conducting of studies. (Many studies lend themselves to cooperative efforts among colleges.)
3. Dissemination of information for more efficient use of findings.

These functions could be accomplished through central agencies at local, state, and national levels, such as State Department of Education, professional association headquarters, district bureaus of research, Junior College Leadership Programs at the universities, etc.

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INQUIRY ABOUT TEACHER LOAD PRACTICES IN CALIFORNIA PUBLIC JUNIOR COLLEGES

Stuart E. Marsee, President
El Camino College

INSTRUCTIONS: a. CLASS HOURS: number of hours a class meets per week.
b. OPENING CLASS SIZE: policy of minimums and maximums in regard to starting a class.
c. STUDENT CONTACT HOURS: the sum of the products of the number of students in each class multiplied by the number of hours for each class.

ITEM 1. HOURS AND CLASS SIZE: If you have the same base for all departments in your college in regard to several aspects of teacher load, please indicate your practice by filling in PART 1A. If your policy varies, please fill in PART 1B.

A. SAME BASE FOR WHOLE COLLEGE:

1. Number of lecture hours per week: 14___,15___,16___,17___18,___other___.
2. No. of lab hours per week: 18___,19___,20___,21___,22___,23___,other___.
3. Other type(s), (activity, etc.)_____; Hours per week_____.
   Define type:_____.
4. Ratio of laboratory hours to lecture hours_____.
5. Minimum class size: lecture: lab: other:_____.
6. Maximum class size: lecture: lab: other:_____.
7. Range for weekly student contact hours per instructor_____
   _____.

B. VARYING BASES BETWEEN DEPARTMENTS:

SUBJECT AREAS	BASIS FOR ESTABLISHING INSTRUCTOR LOAD						OPENING CLASS SIZE				RANGE FOR WEEKLY STUDENT CONTACT HOURS per INSTRUCTOR
	If Class Hours Used			If Units Are Used			Lecture		Laboratory		
	Lect	Lab	Other? Activity	Lect	Lab	Other?	Min	Max	Min	Max	
ART	16	21	18				20	40	20	30	
BUSINESS	16	21	18				20	40	20	36	
ENGINEERING	16	21					20	30	20	30	
ENGLISH											
Composition	15						20	35			
Journalism	16	21					20	35			
Literature	15						20	35			
Speech	16						20	33			
Other:											
FOREIGN LANGUAGE	16						20	35			
HEALTH EDUCATION	16						20	40			
HOME ECONOMICS	16	21	18				20	40	20	26	
LAW	16						20	40			
LIFE SCIENCE											
Anat & Physio.	16	21					20	28	20	28	
Biology	16	21					20	36	20	36	
Nursing, R.N.	16	21					-	10	-	10	
Zoology	16	21					20	36	20	36	
Other:											

SUBJECT AREAS	BASIS FOR ESTABLISHING INSTRUCTOR LOAD						OPENING CLASS SIZE				RANGE FOR WEEKLY STUDENT CONTACT HRS. per INST.
	If Class Hours Used			If Units Are Used			Lecture		Laboratory		
	Lect	Lab	Other? Activity	Lect	Lab	Other?	Min	Max	Min	Max	
MATHEMATICS	16	21					20	35			
MUSIC											
Hist & Appre.	16						20	40			
Large Perf.Grp. (Band,choir,etc.)	16	21	18				20	100			
Piano & Voice	16	21	18				20	22			
Small Perf.Grps.	16	21	18				10	22			
Theory	16						20	22			
Other:											
PHILOSOPHY							20	35			
PHOTOGRAPHY	16	21					20	36		72	
PHYSICAL EDUC.	16	21	18				20	40	20	40	
PHYSICAL SCIENCS											
Chemistry	16	21					20	28	20	28	
Geography	16						20	35			
Geology	16	21					20	36	20	36	
Phys.Sci. Survey	16	21					20	30	20	30	
Physics	16	21					20	30	20	30	
Other:											
SOCIAL SCIENCE											
Anthro & Soc.	16						20	40			
Economics	16						20	35			
Hist. & Poli.Sci.	16						20	40			
Psychology	16						20	35			
THEATRE ARTS	16	21	18				20	33	20	33	
VOCATIONAL EDUCATION	16	21									
Auto Body & Fend.	16	21					20	24	20	24	
Auto Mechanics	16	21					20	24	20	24	
Bldg. Constr.	16	21					20	30	20	24	
Cosmetology	16	21					20	30	20	30	
Drafting	16	21					20	35	20	35	
Industrial Arts	16	21					20	35	20	35	
Nursing, L.V.N.	16	21									
Refrig. & Air C	16	21					20	24	20	24	
Radio-Elect	16	21					20	30	20	24	
Welding	16	21					20	24	20	24	
Other: Med. Ass't.	16	21					20	35			

YES NO

x ___ ITEM 2. OVERLOAD: Do you have a policy setting a maximum number of overload hours (day or night) an instructor may teach at your college? If yes,

a. How many hours per week are permitted? 6 lecture hrs..(practice)

b. How is instructor compensated for overload hours?

x ___ (1) Overtime pay.

___ x (2) Compensating time (Leave).

x ___ (3) Compensating time (Lighter load in a later semester).

(4) Other: _____

YES NO

___ ___ ITEM 3. UNDERLOAD: If an instructor has an underload because of low enrollment (less than the minimum weekly student contact hours or too few class hours) do you have a policy of assigning:

x ___ a. Overload next semester? (Do you have a max. hr. overload? What? 3 lecture hrs.)

___ x b. Night classes?

___ x c. More class hours if student contact hours are below your minimum?

___ x d. Counseling?

x ___ e. Institutional research projects?

___ x f. Sponsorship of student activities?

___ x g. Committee work? What? _____

h. Other: _____

___ x ITEM 4. CLASS SIZE: If enrollment is below class size minimum or above the maximum indicated in Item 1, is a section automatically cancelled or added? If no, what action is taken? If the class is the 2nd, 3rd, or 4th course in a sequence, it may be permitted to run even if enrollment is below minimum.

x ___ ITEM 5. SPECIAL CLASSES: Do you have any special small or large classes? If yes, please explain: No special large classes. Instruction is given on an individual basis to advanced students in piano accompanying, science apparatus, and orientation to research. NORSING, R.N. - specially selected - limit 10.

x ___ ITEM 6. ASSISTANCE: Do you provide assistance for instructors? (Reader time, teacher aids, shop or lab attendants, or other). If yes, how much of what types, and what are your criteria for allotting such help? Clerical assistance - based on number of preparations and total enrollment in instructor's classes. Shop and Lab attendants are also provided by formula. (See attached).

x ___ ITEM 7. CAMPUS HOURS: Do you require instructors to remain on campus a minimum number of hours per week? If yes,

a. Number of hours 20 hours - not less than 2 hours on campus per day.

b. Assignments besides teaching Office hours - not less than 3 hours per week to be scheduled on not less than 3 days per week. Plus other professional assignments--faculty meetings, committee work, etc.

YES NO

x ___ ITEM 8. EXTRA COMPENSATION--RELEASED TIME: Do you provide extra compensation--released time for those instructional areas as listed below requiring additional time beyond the normal assignment? If yes, please indicate your practice on the chart below:

	A. Released time per semester--instructor receives lighter teaching assignment--no extra pay. Give released time percentage.	B. Voluntary Overtime--extra pay at contract rate. Give hours allowed.	C. Voluntary Overtime--extra pay at fixed sum per activity. Give amount & hrs. allowed.	D. Voluntary Overtime--extra pay at hourly rate. Give rate and hours allowed.	E. Other. Explain.
A. COACHING					
1. Men's sports	A	B	C	D	E. Other. Explain.
a. Major sports	38.10%)			*	*Football coaches, 50 hrs.@$6.50
b. Minor sports	19.05%)	per activity			prior to start of semester
c. Intramurals	28.57%)				
2. Women's Sports	19.05%			*	40 hrs.@$6.50 prior to start
B. DRAMA	33.33%				of semester
C. FORENSICS	33.33(spring)16.67(fall)				
D. MUSIC					
1. Band	16.67 fall			*	40 hrs.@$6.50 prior to start
2. Choir	16.67%				of semester
3. Mus.Productions	33.33 spring				16.67% for Choreography if
E. OTHER:					needed
Photography	24.10%				More if needed

YES NO

x ___ ITEM 9. NIGHT TEACHING: Do you have a policy about night teaching assignments? If yes, please indicate the type(s) below:

x ___ a. Regular assignments--part of contract.
___ x b. Voluntary overtime--extra pay at contract rate.
___ x c. Voluntary overtime--extra pay at hourly rate. Give rate___
___ x d. Assigned because of underload.
x ___ e. Part-time instructors outside of regular staff.
f. Other: _____

x ___ ITEM 10. FORMULA: Do you have a formula or system for determining a full-time teacher assignment? If yes, please attach a copy.

x ___ ITEM 11. WRITTEN POLICY: Do you have written policy and/or regulation statements concerning teacher load, class size, released time for instructors, etc? If yes, please attach copies. 5/11/56 w/ amendments

a. How long has the present policy been in effect? _____

x ___ b. Do you anticipate an early change in this policy? If yes, what? Depends on results of this study.

_____

ITEM 12. ADDITIONAL REMARKS: (Please explain other points of interest about teacher load at your college such as particularly effective practices in administering the program, special instances when your practice does not follow policy, number of preparation, or other problems.)

To be made by committee that will be meaningful.

____ ____ Do you wish to recive a copy of the study summary when it is completed?
YES NO

(Signed)_____
Position_____
College_____
1961-62 Regular School Year ADA 6529. + or - Inter.Dist.

Return to: DR. STUART E. MARSEE, PRESIDENT
El Camino College
El Camino College, California

Off. of Inst. Res:
12/6/62

APPENDIX B

TEACHER LOAD STUDY COMMITTEE RECOMMENDATION FOR IMMEDIATE ACTION:

This committee recommends that the teaching load at El Camino College be 15 lecture hours or equivalent, 17 activity hours or equivalent, 20 laboratory hours or equivalent, plus or minus one lecture hour or equivalent.

Further, it is the intent and recommendation of the committee that the load be 15 lecture hours or equivalent; however, because of difficulties in scheduling in various departments, the committee recommends that a load within the range of 14-16 lecture hours or the equivalent be accepted as a full load for any given semester.

When a teaching assignment exceeds 16 lecture hours or the equivalent, the hours above 15 will be paid for at the prevailing long-term substitute hourly rate, or may be balanced within the following semester or as soon as possible.

When a teaching assignment totals fewer than 14 lecture hours or the equivalent, the hours below 15 should be balanced the following semester or as soon as possible, or may be equated by special assignment.

TABLE I

JUNIOR COLLEGES THAT RESPONDED TO QUESTIONNAIRE
(ADA for 1961-62 and Date of Establishment)

College	ADA 1961-1962	Date of Establishment
American River Junior	2665	1955
Antelope Valley	1153	1929
Bakersfield	3687	1913
Barstow Junior	354	1960
Cabrillo	966	1959
Cerritos	4200	1956
Chabot	1693	1961
Chaffey	2802	1916
Citrus	2035	1915
Coalinga	596	1932
Compton	2542	1927
Contra Costa	2160(est)	1950
Diablo Valley	3189(est)	1950
Desert, College of the*	204	1962
El Camino	6166	1947
Foothill	2813	1958
Fresno City	3600	1910
Fullerton Junior*	5880	1913
Glendale	4182	1927
Grossmont	1250	1961
Hancock	980	1920
Hartnell	1426	1920
Imperial Valley	638	1922
Lassen*	249	1925
Long Beach City	8633	1927
East Los Angeles	4396	1945
Los Angeles City	8885	1929
Los Angeles Harbor	2182	1949
Los Angeles Met. Coll. of Business	1407	1950
Los Angeles Pierce	3606	1947
Los Angeles Trade-Tech.	6271	1949
Los Angeles Valley	5156	1949
Marin, College of	1750	1926
Modesto Junior	3943	1921
Monterey Peninsula	1818	1947
Mt. San Antonio	4454	1946
Napa Junior	981	1942
Oakland City*	5839	1953
Oceanside-Carlsbad	722	1934
Orange Coast	4523	1948
Palomar	1374	1946
Palo Verde	225	1947
Pasadena City	9841	1924
Porterville	549	1927
Reedley	1254	1926
Riverside City	2919	1916
Sacramento City	4369	1916
San Benito	211	1919
San Bernardino Valley	4217	1926
San Diego City*	5469	1914
San Francisco, City College of	6731	1935
San Jose City	4976	1921
San Mateo, College of	5339	1922
Santa Ana	2551	1915
Santa Barbara City	1881	1946
Santa Monica City	6673	1929
Santa Rosa Junior	2568	1918
Sequoias, College of the	2191	1926
Shasta	1524	1950
Sierra	1181	1936
Siskiyous, College of the	401	1959
Southwestern	1037	1961
Stockton	3650	1935
Taft	525	1922
Vallejo Junior	1571	1945
Ventura	2683	1925
Victor Valley	274	1961
Yuba	1670	1927

*No return.

SUMMARY

ADA 1961-62	Number of JC's that Responded	Number of JC's that Did Not Respond
Less than 1000	13	2
1001-2000	15	0
2001-4000	18	0
Over 4000	17	3
Total	63	5

Table 2 - EL CAMINO COLLEGE - TEACHER LOAD STUDY COMMITTEE
Information Sheet on Junior Colleges of Over 4000 ADA 61-62

COLLEGE	61-62 ADA	DATE ESTAB.	60-61 FTE PERS. Inst.	Admin.	61-62 ASSES. VAL. Total	Per ADA	HOUR LOAD BASE Lect	Lab.	Ratio	CLASS SIZE Max.	Min.	STUD.CONTACT Hour Range	O-LD HRS.	SP.CLASS Lge	Sm
Cerritos	4200	1956	103	20	241,976,572	150,670	(15-.75/1 unit)			varies	varies	---------	6	yes	yes
El Camino	6166	1947	244	14	851,318,075	170,776	16	21	- -	35-40	20	---------	6	no	yes
Fullerton	5880	1913	149	11	237,845,190	119,520				N O	R E T	U R N			
Glendale	4182	1927	111	8	258,087,295	122,258	15	20-22	3/2	40	15	450 -- 600	6	yes	yes
Long Beach	8633	1927	296	43	748,404,190	151,714	15	25	5/3	30	20	325 -- 725	6	yes	--
East Los Angeles	4396	1945	174	9											
Los Angeles City	8885	1929	393	14	DISTRICT										
L.A. Trade Tech	6271	1949	243	7	6,624,543,035	234,672	15	20	1/1 1/3	45	20	450 -- 600	7	--	yes
L.A. Valley	5156	1949	144	11											
Mt.San Antonio	4454	1946	160	31	463,766,650	170,315	15-16	23	3/2	50	--	---------	6	no	no
Oakland	5839	1953	223	43	645,482,340	185,164				N O	R E T	U R N			
Orange Coast	4523	1946	118	14	382,706,590	177,508	15	20-25	1½/1	30-40	8-30	---------	no	yes	yes
Pasadena (weighted)	9841	1924	217	43	438,458,202	90,741	15f	20f	- -	--	--	208 -- 746	3-6	yes	yes
Sacramento (formula hr.)	4369	1916	138	10	385,485,140	130,629	15	24	3/2	--	--	485 ave.	6	no	no
San Bernardino V.	4217	1926	117	8	296,183,520	119,093	12-18	22½	- -	varies	15	150 -- 900	6	yes	yes
San Diego	5469	1914	225	17	902,867,630	238,538				N O	R E T	U R N			
San Francisco	6731	1935	242	13	1,482,218,908	240,698	18	27	3/2	300	15	200 -- 800	no	--	yes
San Jose	4976	1921	201	10	293,534,320	205,125	16	24	3/2	70	20	----------	6	yes	yes

Table 2 - EL CAMINO COLLEGE - TEACHER LOAD STUDY COMMITTEE
Information Sheet on Junior Colleges of Over 4000 ADA 61-62

FTE TAB.	60-61 FTE PERS. Inst.	Admin.	61-62 ASSES. VAL. Total	Per ADA	HOUR LOAD BASE Lect	Lab.	Ratio	CLASS SIZE Max.	Min.	STUD.CONTACT Hour Range	O-LD HRS.	SP.CLASS Lge	Sm	ASS'T TYPE	CAMPUS HOURS	EXTRA WORK	NIGHT WORK RATE
956	103	20	241,976,572	150,670	(15-.75/1 unit)			varies	varies	---------	6	yes	yes	yes	no	11-cont. R.T.%	cont. rate
947	244	14	851,318,075	170,776	16	21	- -	35-40	20	---------	6	no	yes	lab clerk	20	R.T.%	5.75-8.00
913	149	11	237,845,190	119,520				N O	R E T	U R N							
927	111	8	258,087,295	122,258	15	20-22	3/2	40	15	450 -- 600	6	yes	yes	lab ass't	30	R.T.% 200-350	6.00
927	296	43	748,404,190	151,714	15	25	5/3	30	20	325 -- 725	6	yes	--	lab clerk	no	flat	6.69-7.48
945	174	9															
929	393	14	DISTRICT														
949	243	7	6,624,543,035	234,672	15	20	1/1 1/3	45	20	450 -- 600	7	--	yes	lab	30	Hr.Rate	6.79-7.48
949	144	11															
946	160	31	463,766,650	170,315	15-16	23	3/2	50	--	---------	6	no	no	clerk lab rdr	no	flat sports only	6.25-6.75
953	223	43	645,482,340	185,164				N O	R E T	U R N							
946	118	14	382,706,590	177,508	15	20-35	1½/1	30-40	8-30	---------	no	yes	yes	teach. ass't.	25	E.T. hrs per wk.	---
924	217	43	438,458,202	90,741	15f	20f	- -	--	--	208 -- 746	3-6	yes	yes	clerk labrdr.	--	R.T.-O.T. hrs. wk.	6.30
916	138	10	385,485,140	130,629	15	24	3/2	--	--	485 ave.	6	no	no	no	30	R.T.	5.50
926	117	8	296,183,520	119,093	12-18	22½	- -	varies	15	150 -- 900	6	yes	yes	clerk	no	R.T. 275-935	yes
914	225	17	902,867,630	238,538				N O	R E T	U R N							
935	242	13	1,482,218,908	240,698	18	27	3/2	300	15	200 -- 800	no	--	yes	rdrs. clerk	--	R.T.& O.T.-Hr.	yes
921	201	10	293,534,320	205,125	16	24	3/2	70	20	----------	6	yes	yes	rdrs. lab	no	R.T.	6.00

El Camino College - Teacher Load Study Committee, continued
Information Sheet on Junior College of Over 4000 ADA 61-62

COLLEGE	61-62 ADA	DATE ESTAB.	60-61 FTE PERS.		61-62 ASSES. VAL.		HOUR LOAD BASE			CLASS SIZE		STUD.CONTACT	O-LD	SP.CLASS		A
			Inst.	Admin.	Total	Per ADA	Lect.	Lab.	Ratio	Max.	Min.	Hour Range	HRS.	Lge	Sm	T
San Mateo	5339	1922	188	13	793,544,736	206,062	15	22	3/2+	80	15	100 -- 650	--	--	yes	c l
Santa Monica	6673	1929	196	10	243,027,515	120,849	15	18	6/5	120	15	450 -- 850	6	yes	yes	c

OIR-3/28/63
cl

Load Study Committee, continued
College of Over 4000 ADA 61-62

B.	60-61 FTE PERS.		61-62 ASSES. VAL.		HOUR LOAD BASE			CLASS SIZE		STUD.CONTACT	O-LD	SP.CLASS		ASS'T	CAMPUS	EXTRA	NIGHT
	Inst.	Admin.	Total	Per ADA	Lect.	Lab.	Ratio	Max.	Min.	Hour Range	HRS.	Lge	Sm	TYPE	HOURS	WORK	WORK RATE
2	188	13	793,544,736	206,062	15	22	3/24	80	15	100 -- 650	--	--	yes	clerk lab	25	R.T. units	yes
9	196	10	243,027,515	120,849	15	18	6/5	120	15	450 -- 850	6	yes	yes	clerk	30	R.T. flat	yes

TABLE 3

NUMBER OF LECTURE HOURS ASSIGNED TO INSTRUCTORS AND RATIO OF LABORATORY HOURS TO LECTURE HOURS IN SIXTY-THREE CALIFORNIA PUBLIC JUNIOR COLLEGES*

Number of Lecture Hours per Week**	Number of Laboratory Hours per Week**	Ratio of Laboratory Hours to Lecture Hours	College Size (1961-62 ADA)				
			Under 1000	1001-2000	2001-4000	Over 4000	Total
15	18	6/5	1	0	0	1	2
	20	4/3	4	4	5	4	17
	22.5	3/2	2	6	2	3	13
	25	5/3	1	0	3	3	7
	30	2/1	2	1	3	0	6
Total			10	11	13	11	45
16	19.2	6/5	1	0	0	0	1
	21.3	4/3	0	0	0	1	1
	24	3/2	1	0	2	1	4
	26.7	5/3	0	0	1	1	2
	32	2/1	0	0	0	0	0
Total			2	0	3	3	8
17	22.7	4/3	0	1	0	0	1
	25.5	3/2	0	0	1	0	1
Total			0	1	1	0	2
18	21.6	6/5	0	1	0	0	1
	27	3/2	0	0	0	1	1
	30	5/3	1	1	0	1	3
Total			1	2	0	2	5
19	22.8	6/5	0	0	2	0	2
No report			0	1	0	0	1
TOTALS			13	15	19	16	63

*Item 1-A1, 2, 4 of questionnaire.

**In this table, 19 of the 63 schools reporting had varying numbers of hours assigned for lecture in various subjects. (See Item 1-B). These variations were averaged to allow them to be tabulated under 15, 16, 17, etc. The same procedure was followed for laboratory hours in the 19 schools with non-uniform laboratory bases.

TABLE 4 AVERAGE NUMBER AND RANGE OF LECTURE AND LABORATORY HOURS, BY SUBJECT*

Subject	ADA 1961-62 1001-2000** (Ave. No. of Schools Reporting: 13)						ADA 1961-62 2001-4000 (Ave. No. of Schools Reporting: 18)						ADA 1961-62 Over 4000 (Ave. No. of Schools Reporting: 15)					
	Lect. Hour Ave.	Lect. Hour Range	Lab. Hour Ave.	Lab. Hour Range	Com-bined Ave.#	Com-bined Range	Lect. Hour Ave.	Lect. Hour Range	Lab. Hour Ave.	Lab. Hour Range	Com-bined Ave.#	Com-bined Range	Lect. Hour Ave.	Lect. Hour Range	Lab. Hour Ave.	Lab. Hour Range	Com-bined Ave.#	Com-bined Range
Art	15.4	14-18	22.8	20-30	19.5	18-21	15.4	15-17	24.5	18-30	19.3	18-20	15.4	15-18	22.4	20-27	19.5	17-22
Business	15.4	14-18	22.5	20-30			15.6	15-18	23.8	18-30	19.0	18-20	15.3	15-18	22.4	20-27	19.5	17-25
Engineering	15.6	14-18	22.7	20-30			15.6	15-18	24.5	18-30	19.3	18-20	15.4	15-18	22.4	20-27	23.5	20-27
English Comp.	15.3	14-18					15.5	15-17					15.3	15-18				
English Lit.	15.3	14-18					15.7	15-18					15.5	15-18				
Eng., Journ.	15.3	14-18					15.6	15-18	30.0				15.4	15-18	22.4	20-27	18.0	
Eng., Speech	15.6	14-18					15.5	15-18			18.0		15.4	15-18			20.0	
Foreign Lang.	16.0	14-18					15.8	15-20			20.0		15.6	15-18			17.5	15-20
Health Ed.	15.1	14-18					15.7	15-18					15.4	15-18				
Home Ec.	15.6	14-18					15.6	15-20	24.4	18-38	18.0		15.4	15-18	22.4	20-27	19.0	18-20
Life Science	15.4	14-18	22.8	20-30	19.5	18-21	15.6	15-18	23.1	18-30			15.4	15-18	22.4	20-27	19.0	18-20
Math	15.4	14-18					15.8	15-18					15.4	15-18				
Mus. Theory, etc.	15.5	14-18					15.6	15-18	23.6	18-30	19.0	18-20	15.4	15-18			19.0	
Music, other	16.0	14-18					15.5	15-17	24.4	18-30	19.0	18-20	15.5	15-18			21.0	
Nursing							15.4	15-17	25.0	18-30			15.5	15-17	22.3	20-30	28.5	26-31
Philosophy	15.3	14-18					15.5	15-18					15.3	15-18				
Photography	15.4	14-18					15.4	15-17	24.5	18-30	18.0		15.5	15-17	22.3	20-27	19.5	17-22
Phys. Ed.	15.4	14-18	22.5	20-30			15.4	15-17	22.7	18-30			15.4	15-17	22.4	20-27	22.5	20-25
Phys. Science	15.5	14-18	22.8	20-30	21.0		15.6	15-18	23.3	18-30	18.0		15.4	15-17	22.4	20-27	19.5	18-21
Soc. Sciences	15.4	14-18					15.5	15-18					15.3	15-17				
Theater Arts	15.5	14-18	20.0				15.4	15-17	23.4	18-30			15.4	15-17	22.5	20-27	19.7	18-23
Vocational:																		
Auto	15.4	14-18	22.9	20-30			15.5	15-17	25.2	18-40	27.5	25-30	15.4	15-17	22.9	20-30		
Cosmetology	15.4	14-18					15.5	15-17	23.9	18-30			15.4	15-17	22.9	20-30	21.5	20-23
Drafting	15.4	14-18	22.2	20-30			15.5	15-17	24.1	18-30	27.5	25-30	15.4	15-17	23.1	20-30	22.0	20-24
Electronics	15.4	14-18	22.8		21.0		15.4	15-17	25.3	18-40	27.5	25-30	15.4	15-17	22.9	20-30	21.5	20-23
Welding	15.4	14-18					15.5	15-17	23.9	18-30			15.4	15-17	22.9	20-30		

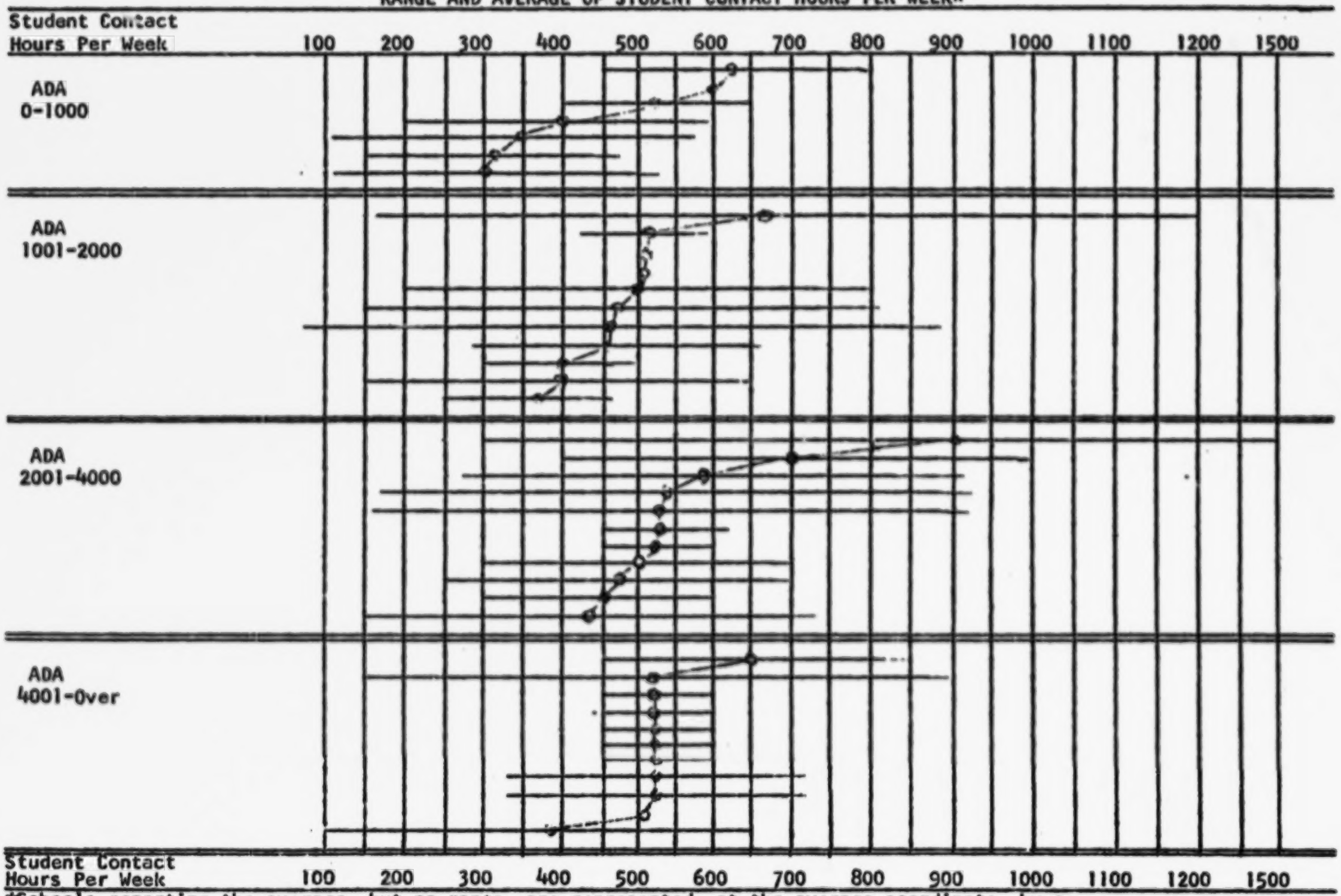
*Items 1-A1, 1-A2, and 1B of Questionnaire.

**ADA Group Under 1000 (12 schools reporting) comprised only schools having uniform lecture and laboratory bases throughout the school. The lecture-hour ave. for this group was 15.3, range 15-18; lab. hour ave. 24.7, range 20-30.

#Schools that reported only total no. of hours for a course, rather than separate lecture and laboratory hour bases, are listed under "combined."

Figure 1

RANGE AND AVERAGE OF STUDENT CONTACT HOURS PER WEEK*



*Schools reporting the average, but no range, are represented, at the average coordinate, by o.
Items 1A7 and 1B of Questionnaire.

TABLE 5

PRACTICES IN CALIFORNIA JUNIOR COLLEGES
REGARDING OVERLOAD*

Overload Practice	College Size (1961-62 ADA)				
	Under 1000	1001-2000	2001-4000	Over 4000	Total
Have policy setting maximum number of overload hours	8	9	15	14	46
Maximum hours per week:					
2		1	1		2
3		3	2	1	6
4			2		2
6	8	5	6	9	28
7		1	1	4	6
Total	8	10	12	14	44
Compensation for overload:					
Overtime pay	7	12	11	15	45
Leave			2		2
Lighter load in later semester		1	4	7	12

*Item 2 of questionnaire.

TABLE 6

PRACTICES IN CALIFORNIA JUNIOR COLLEGES
REGARDING UNDERLOAD*

Assignments to Balance Underload	College Size (1961-62 ADA)				
	Under 1000	1001-2000	2001-4000	Over 4000	Total
Policy of assigning instructor other duties when he has an underload	9	14	16	15	54
Overload next semester	3	2	8	7	20
Maximum hours per week: 3				3	3
6	1			1	2
7		1	2	4	7
Night classes	6	13	13	11	43
More classes - if student contact hours are low	2	2	6	6	16
Counseling	5	4	3	9	21
Institutional research projects	4	6	6	12	28
Sponsorships	6	5	3	7	21
Committee work	4	2	2	8	16

*Item 3 of questionnaire.

TABLE 7

PRACTICES REGARDING REQUIRED INSTRUCTOR HOURS ON CAMPUS AT CALIFORNIA PUBLIC JUNIOR COLLEGES*

Practice Regarding Required Instructor Hours on Campus	College Size (1961-62 ADA)				
	Under 1000	1001-2000	2001-4000	Over 4000	Total
Policy requires instructors to stay on campus minimum No. of hrs. per week**	6	8	15	13	42
Assignments in addition to teaching: #					
Office hours (student conf.)	5	6	2	3	16
Club advising	1	5	4	4	14
Committee assignments		4	5	3	12
Extracurricular	1	2	2	3	8
Activity Sponsorship	1	1	1	3	6
Social events		2	3	1	6
Athletics		1	2	2	5
Counseling	2				2
Faculty Association		1			1
Faculty meetings				1	1

*Item 7 of questionnaire.
**Breakdown of required number of hours is shown on Table 8.
#Many respondents indicated extra assignments were on a voluntary basis.

TABLE 8

NUMBER OF HOURS INSTRUCTORS ARE REQUIRED TO SPEND ON CAMPUS AT CALIFORNIA PUBLIC JUNIOR COLLEGES*

Number of Hours Required on Campus**	California Size (1961-62 ADA)				
	Under 1000	1001-2000	2001-4000	Over 4000	Total
2 office hrs. per week				1	1
3-5 office hrs. per week			1		1
1 office hr. per day	1				1
1 office hr. per day, 25 hrs. per week			1		1
2 hours per day				1	1
2 hours per day, 20 per week, 3 off. hrs.				1	1
5 hrs. per week above teaching	1			1	2
25 hrs. per week			1	2	3
5 hrs. per day, 30 hrs. per week				1	1
30 hrs. per week		4	10	6	20
6 hrs. per day	1	1			2
5 office hrs. on at least 3 days, 30 hrs. wk.		1			1
34 hrs. per week		1			1
35 hrs. per week	2		1		3
7 hrs. per day	1				1
37 hrs. per week		1			1
No day longer than 9 hrs.			1		1
Total having requirement	6	8	15	13	42
Colleges having no required number of hrs.	7	7	3	4	21

*Item 7 of questionnaire; breakdown continued from Table 7.
**Several colleges indicated "no clock punching."

TABLE 9

NUMBER OF CALIFORNIA JUNIOR COLLEGES REPORTING
MINIMUM CLASS SIZES IN LECTURE AND LABORATORY*

Minimum Number of Students	College Size (1961-62 ADA)									
	Under 1000		1001-2000		2001-4000		Over 4000		Total	
	Lect.	Lab.	Lect.	Lab.	Lect.	Lab.	Lect.	Lab.	Lect.	Lab.
5	1	1	1	1				1	2	3
6		1								1
8				1						1
10	2	2	3	2		1			5	5
12				1						1
15	2	1	2	1	3	1	4	2	11	5
20			1	1	1	1	5	6	7	8
30							1		1	
Total	5	5	7	7	4	3	10	9	26	24

*Item 1-A5 of questionnaire.

TABLE 10

NUMBER OF CALIFORNIA JUNIOR COLLEGES REPORTING MAXIMUM CLASS SIZES IN LECTURE AND LABORATORY*

Maximum Number of Students	College Size (1961-62 ADA)									
	Lecture					Laboratory				
	Under 1000	1001-2000	2001-4000	Over 4000	Total	Under 1000	1001-2000	2001-4000	Over 4000	Total
378		1			1					
300				1	1					
175			1		1					
150		1			1					
120			1		1					
100	1				1					
80	1			1	2					
70				1	1					
65		1			1					
60		2			2					
50	2		1		3					
45	5	1	1		7	1				1
40			1		1		1			1
36								1		1
35									1	1
32							1			1
30						1	2	2	2	7
28									1	1
26						1				1
25								1		1
24						2	3			5
22						2				2
16						1				1
Total	8	6	5	3	23	8	7	4	4	23

*Item I-A6 of questionnaire (same base for whole college); Item I-B shown on Table II. Not all above colleges reported for both lecture and lab.

TABLE II

NUMBER OF CALIFORNIA JUNIOR COLLEGES REPORTING
MAXIMUM CLASS SIZES IN LECTURE AND LABORATORY
(Varying Bases Between Departments)*

Department	No. of Students	College Size (1961-62 ADA)									
		Lecture					Laboratory				
		Under 1000	1001-2000	2001-4000	Over 4000	Total	Under 1000	1001-2000	2001-4000	Over 4000	Total
ART	80			1		1					
	75				1	1					
ECC	60			1		1					
Lect: 40	55			1		1					
Lab: 30	50		2			2					
	40			2	1	3					
	35								1		1
	34									1	1
	30				1	1			1	1	2
	25			1		1			1		1
	24			1		1		1	2		3
	16							1			1
BUSINESS	90			1	1	2					
	60			1		1		1			1
	50			1		1				1	1
ECC	48		1			1					
Lect: 40	45			1		1					
Lab: 36	40		2	1	1	4			2		2
	35		1	1	1	3			3	1	4
	30			1		1		1	1		2
	25							1	1		2
	15							1			1
ENGINEERING	90				1	1					
	60			1		1					
	45			1		1					
	44		1			1					
ECC	40		1		1	2				1	1
Lect: 30	36				1	1					
Lab: 30	35			1		1					
	28								2		2
	25								1		1
	24			3		3		2	2		4
	20									1	1
	18								1		1
ENGLISH	40			1		1					
	30			2		2			1		1
	27		1			1					
	26								1		1

*Item 18 of Questionnaire.

TABLE II (cont'd)

Department	No. of Students	College Size (1961-62 ADA)									
		Lecture					Laboratory				
		Under 1000	1001-2000	2001-4000	Over 4000	Total	Under 1000	1001-2000	2001-4000	Over 4000	Total
ENGLISH	35			1		1					
(Composi-	32		1	2		3					
tion)	30		1	2	3	6					
ECC	27		1			1					
Lect: 35	26			1		1					
	25		2	1		3					
	20	1				1					
ENGLISH	40				2	2					
(Journalism)	35			1		1					
	30		1	4	1	6			1	1	2
ECC	25		1			1		1			1
Lect: 35	24		1			1					
	18								1		1
ENGLISH	75				1	1					
(Literature)	60			1		1					
	50			1		1					
ECC	45		1	1		2					
Lect: 35	40		1	1	1	3					
	35			1		1					
	30			1	1	2					
	27		1			1					
	25		1			1					
ENGLISH	35				1	1					
(Speech)	33		1			1					
	32		1			1					
ECC	30			2	1	3					
Lect: 33	28			2		2					
	27		1			1					
	25		1	3	1	5					
ENGLISH	50		1			1					
(Other)	30			1		1					
	24							1			1
	15		1			1					
FOREIGN	45			2		2					
LANGUAGE	36		1			1					
	35		1	2	1	4					
ECC	32				1	1					
Lect: 35	30			2	1	3			1		1
	25			1		1					
HEALTH	330				1	1					
EDUCATION	115		1			1					
	90				1	1					
	70			1		1					
ECC	55			1		1					
Lect: 40	50		1			1			1		1
	45			1		1					
	40		1		1	2					
	35			4		4					

TABLE II (cont'd)

Department	No. of Students	College Size (1961-62 ADA)									
		Lecture					Laboratory				
		Under 1000	1001-2000	2001-4000	Over 4000	Total	Under 1000	1001-2000	2001-4000	Over 4000	Total
HOME	55			1		1					
ECONOMICS	40			2		2					
	36		1			1					
	35		1		2	3					
ECC	30			2	1	3					
Lect: 40	28									1	1
Lab: 26	24			1		1		1	2		3
	20							1	1		2
	12								1		1
LAW	90				1	1					
ECC	40				1	1					
Lect: 40	36		1			1					
LIFE	330				1	1					
SCIENCE	150			1		1					
	115		1			1					
	48			1		1					
	35								1		1
	32			1		1			1		1
	24							1	1		2
ANATOMY &	330				1	1					
PHYSIOLOGY	100				1	1					
	64				1	1					
ECC	50			2		2					
Lect: 28	32									2	2
Lab: 28	30			1		1			1	1	2
	28								2		2
	26			2		2			1		1
	24		2			2		3			3
BIOLOGY	450				1	1					
	100			1	1	2					
ECC	60			1		1					
Lect: 36	48		1			1					
Lab: 36	35									1	1
	32								1		1
	30									1	1
	28								1		1
	26			2		2			1		1
	24		1			1		3			3
NURSING	60				1	1					
R.N.	40			2	1	3					
	30			1		1					
ECC	22			1		1					
Lect: 10	20		1	1		1		1			1
Lab: 10	15								1		1
	10								2	1	3
	8									1	1

TABLE II (cont'd)

Department	No. of Students	College Size (1961-62 ADA)									
		Lecture					Laboratory				
		Under 1000	1001-2000	2001-4000	Over 4000	Total	Under 1000	1001-2000	2001-4000	Over 4000	Total
ZOOLOGY	330				1	1					
	100			1	1	2					
ECC	96				1	1					
Lect: 36	50			1		1					
Lab: 36	35									1	1
	32								1		1
	30			1		1			1	1	2
	28								1		1
	26			2		2			1	1	2
	24		2			2		3			3
MATHEMATICS	90				1	1					
	60			1		1					
ECC	40				1	1					
Lect: 35	35		1	5		6			2		2
	30		1	2	1	4					
MUSIC	35			1		1			1		1
	30				1	1					
MUSIC	300			1		1					
(History &	80			1		1					
Apprecia-	75				1	1					
tion)	60			1		1					
ECC	50		1	1		2					
Lect: 40	45		1	1		2					
	40			1	1	2					
	35			2	1	3					
	34		1			1					
MUSIC	100				1	1					
(Large Per-	90				1	1					
formance	85								1		1
Groups)	70			1		1					
	60			1		1					
ECC	50		1			1		2	1		3
Lect: 100	35			1		1					
	25								1		1
MUSIC	35			1		1					
(Piano &	30				2	2					
Voice)	24								1		1
	22				1	1					
ECC	20							1	1		2
Lect: 22	16			2	1	3					
	15							1	1		2
	12							1	1		2
	10				1	1					

TABLE II (cont'd)

Department	No. of Students	College Size (1961-62 ADA)									
		Lecture					Laboratory				
		Under 1000	1001-2000	2001-4000	Over 4000	Total	Under 1000	1001-2000	2001-4000	Over 4000	Total
MUSIC	35			1		1					
(Small Per-	30				2	2					
formance	27				1	1					
Groups)	25		1	1		2					
	20							1	1		2
ECC	16								1		1
Lect: 22	15							1			1
	10							1			1
MUSIC	40			1	1	2					
(Theory)	36		1	1		2					
	35			2		2					
ECC	30			1	2	3					
Lect: 22	25		1	1		2					
	20			1		1		1			1
	6	1				1					
PHILOSOPHY	70			1		1					
	50			1		1					
ECC	45			1		1					
Lect: 35	44		1			1					
	40		1	1	3	5					
	35		1	3		4					
PHOTOGRAPHY	33				1	1					
	30			1	1	2					
ECC	20								1		1
Lect: 36	18								1		1
Lab: 72	16									1	1
	15			1		1		1	1		2
	12			1		1			1		1
PHYSICAL	60			1		1			1		1
EDUCATION	50							1	1	1	3
	40				2	2		1	1	1	3
ECC	35		1	1		2			1		1
Lect: 40	24							1			1
Lab: 40											
PHYSICAL	330				1	1					
SCIENCE	48			1		1					
	34									1	1
	32			1		1			1		1
	24								1		1
CHEMISTRY	330				1	1					
	150			1		1					
ECC	120			1		1					
Lect: 26	115		1			1					
Lab: 28	100				1	1					
	96				1	1					
	90			1		1					
	75			1		1					

TABLE II (cont'd)

Department	No. of Students	College Size (1961-62 ADA)									
		Lecture					Laboratory				
		Under 1000	1001-2000	2001-4000	Over 4000	Total	Under 1000	1001-2000	2001-4000	Over 4000	Total
CHEMISTRY (cont'd)	56			1		1					
	55			1		1					
	48		2			2					
	34									1	1
	32			1		1			2	2	4
	28							1	1		2
	26								1		1
	25								1		1
	24							2			2
GEOGRAPHY	330				1	1					
	50			1		1					
ECC	48		1			1					
Lect: 35	45			3		3					
	40		1		2	3					
	34									1	1
	32			1		1			1		1
	25									1	1
	24			1		1			1		1
GEOLOGY	330				1	1					
	64				1	1					
ECC	60		1	1		2					
Lect: 36	50			1		1					
Lab: 36	48		1			1					
	45			1		1					
	40		1		1	2					
	35			1		1					
	34									1	1
	32			1		1			1	1	2
	25								1		1
	24			1		1			1		1
	20							1	1		2
PHYSICAL SCIENCE SURVEY	330				1	1					
	150			1		1					
	115		1			1					
	100			1	1	2					
ECC	50			1		1					
Lect: 30	40		1			1					
Lab: 30	35			1		1					
	34									1	1
	32			1		1			1		1
	30									1	1
	26								1		1
	24		1			1		1			1

TABLE 11 (cont'd)

Department	No. of Students	College Size (1961-62 ADA)									
		Lecture					Laboratory				
		Under 1000	1001-2000	2001-4000	Over 4000	Total	Under 1000	1001-2000	2001-4000	Over 4000	Total
PHYSICS	330				1	1					
	75			1	1	2					
ECC	60		1	1		2					
Lect: 30	50			1		1					
Lab: 30	40				1	1					
	34									1	1
	32			1		1			1		1
	30			2		2					
	25								1	1	2
	24		2			2		2	1	1	4
	20								1		1
	16							1			1
	15								1		1
SOCIAL	45			1		1					
SCIENCE	40			1		1					
ANTHROPOLOGY	75				1	1					
& SOCIOLOGY	70			1		1					
	55		1			1					
	50			1		1					
ECC	45			3		3					
Lect: 40	42		1			1					
	40		1	1	1	3					
	30				1	1					
ECONOMICS	75				1	1					
	60			1		1					
ECC	50			1		1					
Lect: 35	48		1			1					
	45			3		3					
	40		1		1	2					
	30				1	1					
HISTORY &	330				1	1					
POL. SCIENCE	150			1		1					
	75				1	1					
	60			1		1					
ECC	50			1		1					
Lect: 40	48		1			1					
	45			3		3					
	40		1		1	2					
PSYCHOLOGY	330				1	1					
	300			1		1					
ECC	120			1		1					
Lect: 35	100				1	1					
	60			1		1					
	48		1			1					
	45			3		3					
	40		1	1		2					
	35			1		1					

TABLE II (cont'd)

Department	No. of Students	College Size (1961-62 ADA)									
		Lecture					Laboratory				
		Under 1000	1001-2000	2001-4000	Over 4000	Total	Under 1000	1001-2000	2001-4000	Over 4000	Total
THEATRE	40		1		1	2					
ARTS	35			1		1			1		1
	30		1	2	2	5				1	1
ECC	16							1			1
Lect: 33	15								1		1
Lab: 33											
VOC. EDUC.	30			1	1						2
Auto Body	25				1	1			1	1	2
ECC	24			2		2			2		2
Lect: 24	16							1			1
Lab: 24											
AUTO MECH.	25			1	1	2			2	1	3
	24			2		2			2		2
ECC: 24, 24	16							1			1
BLDG. CONSTR.	24			2		2			1		1
	22				1	1					
ECC: 30, 24	16							1			1
COSMETOLOGY	40			1		1					
	24			1		1			1		1
ECC: 30, 30	20								1		1
DRAFTING	40				1	1				1	1
	30			1		1		1			1
ECC: 35, 35	28								2		2
	25								1		1
	24							2	1		3
	22				1	1					
INDUSTRIAL	25				1	1				1	1
ARTS	24			2		2			2		2
	22				1	1					
ECC: 35, 35	16							1			1
NURSING,	40			1		1					
L.V.N.	30				1	1					
	24			1		1			2		2
	20								1		1
	18							1			1
	16			1		1					
	15			1	1	2					
	10									1	1
REFRIG. &	30				1	1				1	1
AIR COND.	24			1		1			1		1
ECC: 24, 24											

TABLE II (cont'd)

Department	No. of Students	College Size (1961-62 ADA)									
		Lecture					Laboratory				
		Under 1000	1001-2000	2001-4000	Over 4000	Total	Under 1000	1001-2000	2001-4000	Over 4000	Total
RADIO &	75				1	1					
ELECT.	40			1		1					
	32							1			1
ECC: 30, 24	30			1		1			1	1	2
	26			1		1			1		1
	24			2		2		1	2		3
	22				1	1					
	20							1	2		3
WELDING	25				1	1			1	1	2
	24			2		2			2		2
ECC: 24, 24	22				1	1					
	16								1		1
	15								1		1

TABLE 12

TYPES OF LARGE SPECIAL CLASSES REPORTED BY CALIFORNIA PUBLIC JUNIOR COLLEGES*

Type of Class	College Size (1961-62 ADA)				
	Under 1000 (1)**	1001-2000 (2)**	2001-4000 (7)**	Over 4000 (8)**	Total
Art 1A, 1B			1		1
Art Appreciation		1		1	2
Biology 1A				1	1
Business, Intro. to			1		1
Chemistry			1	1	2
Choir				1	1
Education, General		1			1
English, Programmed Remedial			1		1
Forum Classes				1	1
Health, Hygiene			1	1	2
History			3		3
Humanitites	1		1	1	3
Life Science				1	1
Music Appreciation		1			1
Orientation				1	1
Philosophy		1			1
Physical Science				1	1
Pol. Science		1			1
Psychology		1	2	2	5
Science			1		1
Social Science		1	1		2
Sociology			1		1
Survey			1		1

*Item 5 of Questionnaire.

**Number of colleges reporting.

TABLE 13

TYPES OF SMALL SPECIAL CLASSES REPORTED BY
CALIFORNIA PUBLIC JUNIOR COLLEGES*

Type of Class	College Size (1961-62 ADA)				
	Under 1000 (8)**	1001-2000 (11)**	2001-4000 (14)**	Over 4000 (15)**	Total
Advanced	1	6	5	5	17
In a Sequence		1	2	5	8
Need for Individual Attention	1	1			2
New		1	1		2
Prerequisite for Transfer	1	1	1		3
Program Support (Journalism, Stagecraft)				1	1
Required for Major	2	2	2	1	7
Specialized		1	1	2	4
Some Special Sophomore Classes		1			1
Superior Students	1			1	2

*Item 5 of Questionnaire. Specific small classes listed on Table 14.
**Number of colleges reporting.

TABLE 14

SPECIFIC SMALL SPECIAL CLASSES REPORTED BY CALIFORNIA PUBLIC JUNIOR COLLEGES*

Class	Under 1000 (8)**	1001-2000 (11)**	2001-4000 (14)**	Over 4000 (15)**	Total
Adaptive Phys. Ed.				1	1
Art		1	1		2
Adv. Piano Accomp.				1	1
Bus. Data Processing			1		1
Computer Coding				1	1
Corrective Speech			1		1
Costuming			1		1
English		1			1
English 56 AB	1				1
English 100		1			1
English for For. Studs.			1		1
Engr. Phys.	1				1
Engr. Tech			1		1
Engr. (Trans.)	1		1		2
Foreign Lang.	2	3	4	6	15
French 4		1			1
Graphic Arts			1	1	2
Harmony			1		1
Ice Cream Making			1		1
Journalism			1	1	2
Key Punch		1		1	2
Laboratory (Adv.)			1		1
Law Enforcement Gunnery				1	1
Link Trainer				1	1
Mathematics	2	2	3	4	11
Music		1	3		4
Music Theory	1		1		2
Nursing				1	1
Orientation to Research				1	1
Organ			2	1	3
Physics 4	1				1
Piano		1		2	3
Pub. Address, Theory & Mech.				1	1
Russian 4			1		1
Science		2			2
Science Apparatus				1	1
Speech Clinic				1	1
Surveying Lab.				1	1
Vocational (Adv.)			1		1

*Item 5 of Questionnaire. Types of small special classes listed on Table 13.
**Number of colleges reporting.

TABLE 15

ASSISTANCE FOR INSTRUCTORS*

Provide Assistance for Instructors	College Size (1961-62 ADA)				
	Under 1000	1001-2000	2001-4000	Over 4000	Total
No	3	1	2	1	7
Yes	10	14	16	16	56
Breakdown of "Yes" Answers					
Kind of assistance not specified	1	6	6	1	14
Readers and/or clerical	6	4	8	9	27
Laboratory	7	10	8	10	35
Stock clerks, equipment managers	2	1	3	5	11
Criteria Upon Which Assistance is Based**					
"Need"		2	2	3	7
Instructor & administration justify	1	1			2
Most efficient use of instructor's time		1	1		2
Special cases	2		1	1	4
Varies between departments	2		3	1	6
Heavy student ratio, large classes		2	4	3	9
Classes with more than 90		1			1
Above 125 students			1		1
Over 450 student class hours	1				1
Over 500 student class hours		1	1		2
Over 525 student class hours		1			1
Over 600 student class hours		1			1
Assistance for every instructor	2			1	3

*Item 6 of questionnaire.
**Criteria were not listed in every case.

TABLE 16

PRACTICES REGARDING EXTRA COMPENSATION AND RELEASED TIME IN CALIFORNIA PUBLIC JUNIOR COLLEGES*

Method of Compensation	Band	Choir	Drama	Foren-sics	Intra-murals	Jour-nalism	Major Sports	Minor Sports	Musical Groups	W.A.A.
Reported Released Time Only	17	18	22	8	12	6	20	18	12	10
Under 1000**	0	0	2	0	0	1	2	2	1	1
1001-2000	4	4	4	1	2	1	6	5	3	1
2001-4000	5	5	7	1	3	0	7	5	2	4
Over 4000	8	9	10	6	7	4	5	6	6	4
Range of Released Time(%)#	x-20	x-33	10-33	17-40	13-50	7-25	20-50	19-50	x-33	10-40
Under 1000	-	-	10-20	-	-	20	20-50	20-50	20	10
1001-2000	x-20	x-20	10-20	17	20-30	7	25-40	23-38	x-17	10
2001-4000	8-20	x-20	13-25	17	13-33	-	20-45	23-42	15-?	13-?
Over 4000	17-20	17-33	20-33	17-40	13-50	20-25	23-50	19-50	17-33	14-40
Extra Pay	9	7	9	4	4	4	27	27	3	4
Under 1000	3	3	3	1	0	1	9	9	1	1
1001-2000	1	0	2	0	0	0	6	7	0	1
2001-4000	4	3	3	3	3	1	4	3	1	1
Over 4000	1	1	1	0	1	2	8	8	1	1
Released Time Plus Extra Pay	1	0	1	0	2	1	10	9	0	1
Under 1000	1	0	0	0	0	1	0	0	0	0
1001-2000	0	0	0	0	0	0	2	2	0	0
2001-4000	0	0	1	0	0	0	3	4	0	1
Over 4000	0	0	0	0	2	0	5	3	0	0
Did Not Report	30	32	24	45	39	46	0	2	42	42
Under 1000	7	8	6	10	11	8	0	0	7	9
1001-2000	8	10	8	13	12	13	0	0	12	12
2001-4000	6	7	4	11	9	14	0	2	12	9
Over 4000	9	7	6	11	7	11	0	0	11	12

*Item 8 of questionnaire. 55 schools reported that they have extra compensation and/or released time for some or all of the activities listed in Item 8. No. of schools under 1000 ADA, 10; 1001-2000, 13; 2001-4000, 15; Over 4000, 17. 6 schools reported "no"; 2 schools did not respond to this item.

**Size of college.

#"x" means individual bargaining basis.

TABLE 17

PRACTICES REGARDING METHODS OF EXTRA COMPENSATION
FOR SELECTED ACTIVITIES IN CALIFORNIA PUBLIC JUNIOR COLLEGES*

Activity	Contract Rate	Fixed Sum	Hourly Rate
Band	3	5	1
Choir	2	4	0
Drama	3	4	2
Forensics	1	2	1
Intramurals	1	2	0
Journalism	0	4	0
Major Sports	3	16	8
Minor Sports	2	17	8
Musical Groups	1	1	0
W.A.A.	0	2	2

*Item 8 of questionnaire.

TABLE 18

PRACTICES IN CALIFORNIA
JUNIOR COLLEGES REGARDING NIGHT TEACHING*

Policy on Night Teaching	College Size (1961-62 ADA)				
	Under 1000	1001-2000	2001-4000	Over 4000	Total
Have policy on night teaching assignments	12	15	17	16	60
Regular assignment --part of contract	5	6	8	6	25
Voluntary overtime --extra pay at contract rate	0	1	4	0	5
Voluntary overtine --extra pay at hourly rate**	11	14	16	16	57
Assigned because of underload	4	11	11	10	36
Part-time instructors used for night classes	8	13	12	15	48

*Item 9 of questionnaire.
**Hourly rates shown on Table 18.
Note: More than one practice may be used by a given college.

TABLE 19

HOURLY RATES FOR NIGHT TEACHING IN CALIFORNIA JUNIOR COLLEGES*

Hourly Rates	College Size (1961-62 ADA)				
	Under 1000	1001-2000	2001-4000	Over 4000	Total
$4.50	2				2
4.50-5.25	1				1
4.97		1			1
5.00	2	1	1		4
-5.00-6.00		1	1		2
5.00-6.76		1			1
5.45-6.55	1		1		2
5.50	1	4	2	1	8
5.75-6.25			1		1
6.00		1	1	2	4
6.00-6.50-7.00			1		1
6.00-7.00			1		1
6.00-8.00			1		1
6.25-6.50-6.75	1			1	2
6.30				1	1
6.50		1			1
6.69-7.05-7.48				1	1
6.79-7.11-7.48		1	2	4	7
7.50			1		1
7.75	1			1	2
8.00			1		1
Separate Schedule			1		1

*Continuation of Item 9 of questionnaire.

TABLE 20

CALIFORNIA PUBLIC JUNIOR COLLEGES HAVING
TEACHER LOAD FORMULAS AND POLICY STATEMENTS

Teacher load policy		College Size (1961-62 ADA)				
		Under 1000	1001-2000	2001-4000	Over 4000	Total
Have formula or system for determining full-time instructor assignment*		3	8	13	15	39
Have written policy statements concerning teacher load, class size, released time, etc.**		3	6	12	11	32
Years policy has been in effect**	1			1		1
	2	1		2		3
	3				1	1
	4		1			1
	5		2			2
	6		1	2	4	7
	7			2	1	3
	8				1	1
	10			1		1
	12			1		1
	13			1	1	2
	18				1	1
	20				1	1
	Total	1	4	10	10	25
Schools anticipating making changes in policy**		1	1	6	3	11

*Item 10 of questionnaire.
**Item 11 of questionnaire.

TEACHER LOAD STUDY COMMITTEE

1962-63

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